

**SUMMARY OF THE
QUALITY SYSTEMS COMMITTEE MEETING
APRIL 17, 2000**

The Quality Systems Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Friday, April 17, 2000 at 1:00 pm Eastern Standard Time (EST). The meeting was lead by the committee's chair, Mr. Joe Slayton. A list of committee members is given in Attachment A.

Discussion/Action Items

- The new Chair of the Quality Systems Committee has been unanimously selected. The new voting member has also been selected. The Committee still needs to replace one contributing member, and recommends that the nominee be a microbiologist (environmental). **Action item:** George Kulasingam will contact the contributors from NELAC Vi who indicated an interest in participating on the Quality Ssystems Committee.
- Asbestos appendix information. **Action Item:** Fred Siegelman will check with Lisa Doucet to makes sure she got the asbestos material from California. This material is for informational purposes only. The material will be distributed at the conference but will not be on the conference agenda. The purpose of this material is provided information for discussion at NELAC 6i.
- Discussed the seven proposed changes to the glossary. Four have been on-going for a month: Statistical Minimum Significant Difference (SMSD); Laboratory Control Sample; Quantitation Limits; and Detection Limits. Three additional terms have been recently proposed to improve the clarification between routine sample tracking and legal chain-of-custody protocols: Chain of Custody Form; Legal Chain of Custody Protocols; and Sample Tracking. **Action Item:** Joe Slayton will update SMSD and COC Form and Sample Tracking as per discussions from this meeting.
- Changes proposed by the Radiochemical Testing Workgroup to D.4 were discussed with an emphasis on D.4.4 Radiation Measurement System Calibration. The Workgroup had proposed that a number of the calibration items in 5.9.4.2 (general, generic QC items in the body of the Quality System chapter) were not appropriate because of the "stability and response nature of modern radiation measurement instruments". The Committee reached consensus agreement with the Workgroup's proposal but provided a number of suggestions for clarification of the language to clearly indicate what sections of 5.9.4.2 are not applicable to which specific type of radiation measurement instrumentation. **Action Item:** Joe Slayton to update D.4 to reflect the Committee's suggestions.
- Continued discussion of comments received from Florida DEP (3/3/00). Consensus to

change the definition of matrix items Non-Aqueous Liquid from <15% settleable solids to <10% solids and for the definition of solids from >15% settleable solids to >10% solids. With regard to concern about analyst training and PE's (...“on a similar test method using the same technology”). **Action Item:** Joe Slayton to update Chapter. The decision was to leave 5.6.2.c.4.iii as written given the requirement of demonstration of capability is per analyst or workcell. Discussed comments for D.1.1.4 regarding an additional concern for MS requirements for methods with long lists of target compounds. The decision was made to add the exclusion of coeluting compounds and also that if the mandated method specifies the compounds to be spiked, e.g., that these are to remain the compounds spiked. **Action Item:** Joe Slayton to update the Chapter.

- Next meetings: Quality Systems will meet again in two days on 4/19 from 1-4, primarily to discuss comments received so the final Chapter 5 revisions can be made for NELAC 6 voting. The next meeting will be scheduled for 5/15 from 1-4, Eastern. **Action Item:** Fred Siegelman to schedule meeting and get scribe help through Lisa Doucet.

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Quality Systems Committee
April 17, 2000

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